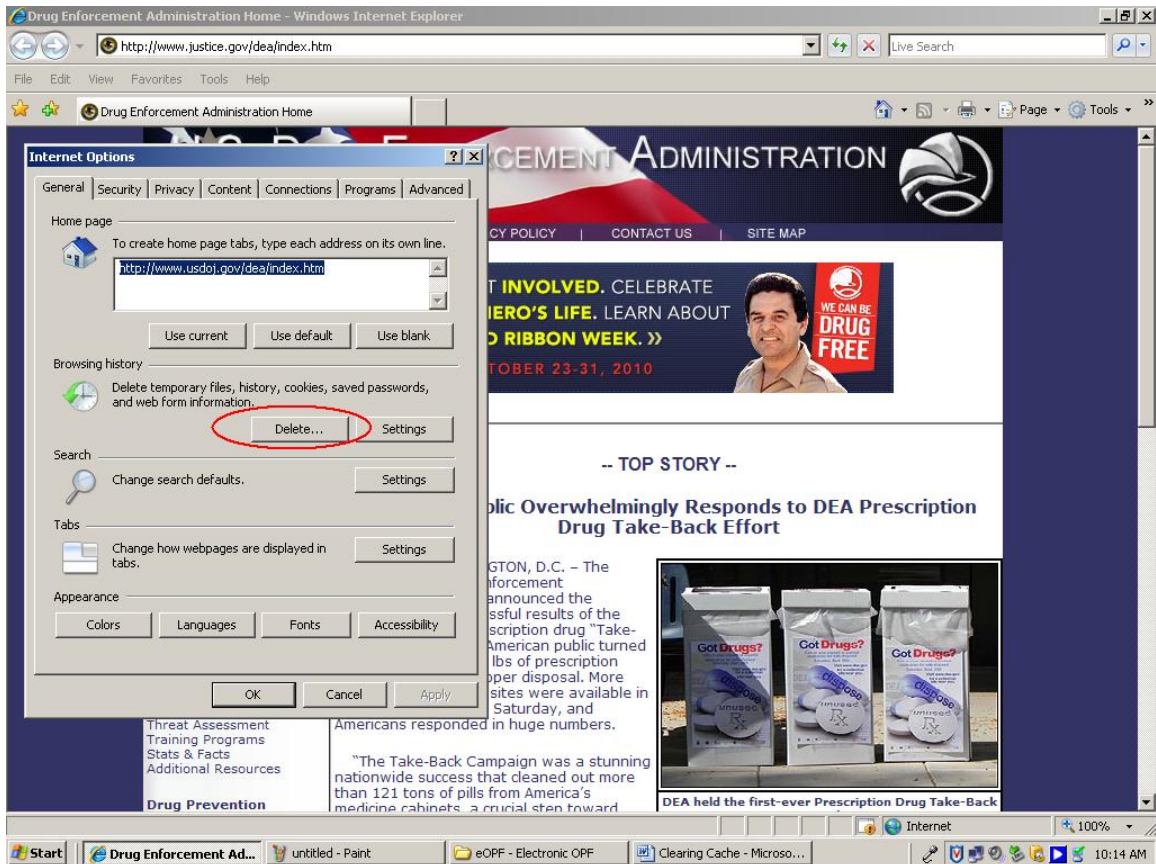# Instructions for Clearing Temporary Storage also known as Clearing your Computer's Cache

In order to ensure that your personal and/or confidential information is not available to others, we strongly recommend you clear the contents of the computer's cache (temporary storage space) just prior to logging off. To clear the contents, after logging out of any web-based application you were using, follow the instructions below.

(1) Choose **Tools**->**Internet Options** from the menu within **Internet Explorer**.
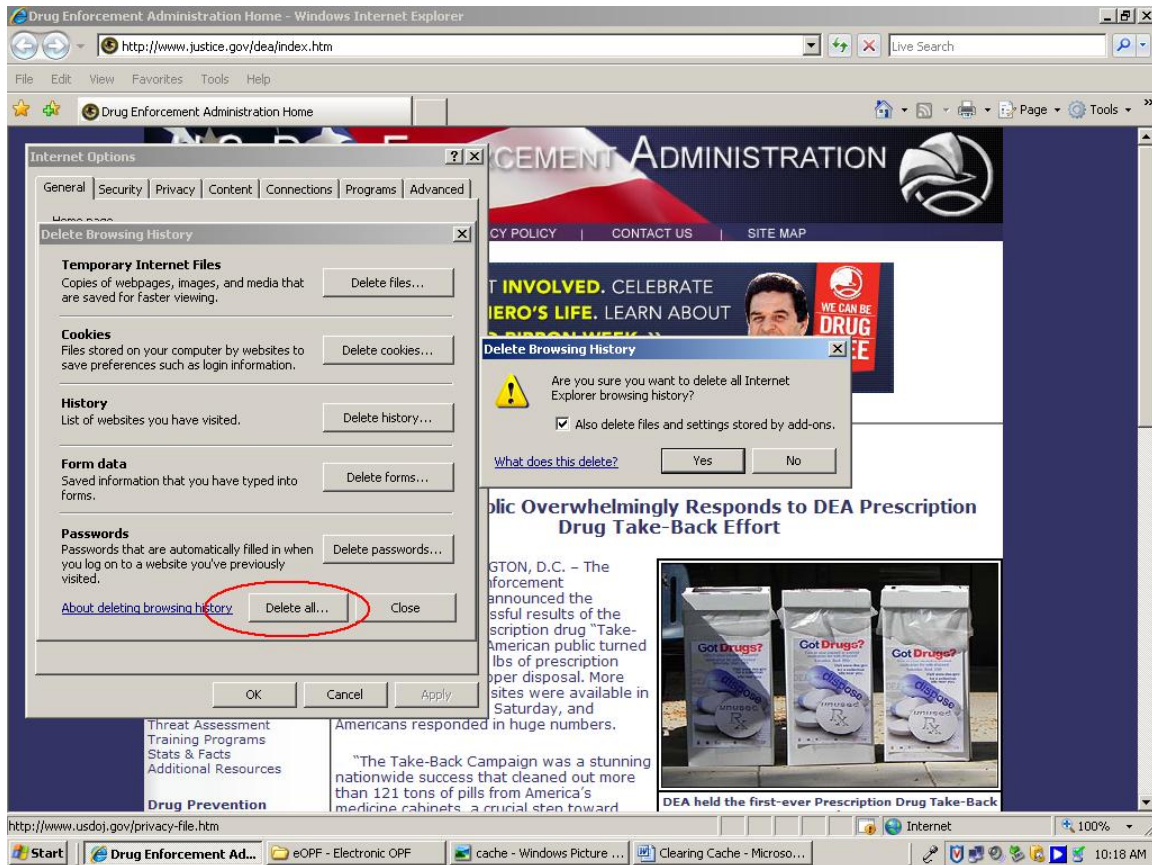
(2) The **General tab** should already been chosen, if not, select it.

(3) Click the **Delete** button in the **Browsing history** file frame.

(4) Click **Delete all…**located at the bottom of the Delete Browsing History box. Check the "**Also delete files and settings stored by add-ons.**" in the pop up box and select **Yes**.

(5) Click **OK** when file deletion is complete.